

ADULT DAY CARE CENTER COORDINATOR

JOB TITLE: Adult Day Care Center Coordinator

GRADE: 10

JOB CODE: 2201

DATE: 08/07/96

GENERAL FUNCTION: Under general direction of a Registered Nurse or Licensed Practical Nurse or other appropriate professional oversees staff in the day to day operations of providing essential Social and Adult Day Health Center Services (personal care; social, leisure, physical and education activities; health monitoring); ordered by social worker/case manager and physician, to clients limited in their activities of daily living in the Adult Day Care Center.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assist with ambulation and exercise. Exercise participants with routine exercise or special range of motion exercise.

Simple dressing changes; transfers with or without equipment.

Perform simple procedures as an extension of therapy services, (i.e. physical, occupational and speech).

Take B/P and TPR; report changes in the clients condition and needs, as directed; empty catheter bags and other specialized procedures based on client care needs and training received.

Complete appropriate monthly/daily reports and records according to program standards. Collect time sheets/travel vouchers and submit in a timely manner. Completes written records of services; reporting the total needs of the client.

Monitors the client's health status, with close observation for significant changes in the client's physical and/or mental condition; make arrangements for appropriate ongoing contacts with health professionals to track each clients progress with the health system. Also, monitor self administered medications and side effects.

Plan and provide therapeutic games/activities for participants as listed on the schedule of activities, and introduce new games as appropriate. This includes: organizing and conducting orientation activities, word games, puzzles, coloring, dancing, music therapy, craft demonstrations, and mental stimulating activities scheduled on the monthly activity calendar.

Prepare crafts and assist participants with craft activities.

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Assist clients with toileting if needed; including adult diaper changes, and cleaning up, for clients who are incontinent of bowel and bladder.

Administering medication - arranging and or giving medication to clients as needed including water or juice, opening pill containers, and timing the clients medications.

Perform administrative duties including arranging transportation, calling clients each morning, giving out vouchers for Medicaid patients, etc.

Work with social worker or case manager and the Registered Nurse staff to insure timely and correct information problems and progress of each client enrolled in the Adult Day Care Program.

Prepare and/or assist participants with meals by shopping for snack items, (juice, fruit, milk crackers etc.).

Plan monthly snack menus according to basic four food groups, (must choose two (2) of the basic groups to qualify for reimbursement standards of the child and adult food program).

Order catered meals/lunches on a weekly basis; making sure that clients that require special meals such as diabetics are assured also, making sure of client and staff input and comments are addressed.

Set up tables for lunch time, distribute or assist participants with prepared meals, i.e, cutting and grinding foods for clients that have a need. Wash and sanitize tables after all participants.

SUPERVISION EXERCISED: The position involves work as a working supervisor or lead person in scheduling, coordinating and assist with the orientation of Adult Day Health Aides.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervision shall be provided by the Adult Day Center Services Program Coordinator/Administrator and all Health Services shall be supervised by a Registered Nurse assigned to the Adult Day Care Center.

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JOB SPECIFICATIONS:

Knowledge and Abilities:

Competency in Adult Day/Adult Day Health Center routine services; of proper methods of giving personal care to clients (including incontinent of bowel and bladder); methods of obtaining and documenting client information.

Competency in recording vital signs; in observing vital signs; in observing, recording and describing behavior and physical symptoms; in communicating effectively with patients/clients concerning health care needs.

Working ability to recognize and respond to problem situations according to established procedures; to carry out specifically assigned tasks; to improve the physical and mental well being of individual patients/clients to gain the cooperation of patients/clients in following their treatment regimen; to maintain good working relationships with co-workers, supervisors and health care professionals.

Good knowledge of and practices of universal precautions for controlling the spread of infection.

Minimum Education, Training, and Experience Requirements: High School diploma or GED. Training in personal care, health monitoring procedures, First aid, CPR and CMT. Two (2) years experience in and adult day care center, community health agency, nursing home, or hospital.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.